

Attendees: Mary Jane McNamara, Elizabeth Rallo, Tom Kelleher, Chris Kelsey, Kathy Fetchick

- Reviewed prior meeting Action Items – see table below
- Process documentation updated by Elizabeth – needs review by group
- Reviewed items categorized as “Religious”; Elizabeth to take action in AidMatrix (added AI)
- Next meeting 4/30/2013; 9:30 – 11.

Action Items

Responsibility	Action Item	Status
Lea/Kathy/Rallo	FOI new processes – create & post minutes/agendas	Done
Group	Review updated Process outline Agree on documentation Agree upon process, roles and responsibilities	<i>In Process</i>
Chris Kelsey	Tree and Newtown Forestry Association update	<i>In Process</i> – working with Guy Peterson & Rob Sibley to find a piece of property to temporarily plant trees
Chris Kelsey	Eliminate items in aide matrix that have already been allocated	<i>In Process</i>
Rallo	Discuss with FOI Rules with Tom Hennick	Done
Lee	Press update	Done
Ann	Allocate health donation in Aidmatrix	<i>In Process</i>
Rallo	Update family items	Done
Kathy	Create “First Responders” group in AidMatrix	Done
Kathy	Draft lottery letter	Done
Kathy	Follow up with Michelle Hiscavich	Assigned to Keith
Keith	Follow up with Michelle Hiscavich	
Kathy	Follow up with Brain Balance Program email	Responded, Added to AidMatrix and assigned to Health.
Group	Review the lottery process (letter our 4/24, return 5/15 drawing 5/17)	Done
Group	First responders and dept. head process 5/2	Kathy created dept head login letter
Keith	Update BOE AidMatrix items from new donations to assigned	
Keith	Where does the BOE stand with respect to a donation committee	
Elizabeth	Allocate Religious items and the one family item	
Lea	Contact Matt Crebbin about	

If you plan to attend this meeting and require assisted hearing devices, please contact the Office of The First Selectman at 270-4201 at least 48 hours prior to the meeting.

Responsibility	Action Item	Status
	AidMatrix and how to access system.	
Group	Review Process Documentation	
Elizabeth	Review balance of categories which are currently unassigned to a recipient	
Kathy	Letter to Dept Heads (need for 5/2 Dept Head meeting)	
Kathy	Contact AidMatrix about reallocation from a recipient – not technically declining	